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SOAG  
CHARTER

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PERSONNEL  
2 December 1975

DD/A ADMINISTRATIVE  
INSTRUCTION NO. 75-5

CHARTER FOR SUPPORT OFFICERS'  
ADVISORY GROUP (SOAG)

RECISSION: DDM&S Administrative Instruction No. 74-2  
dated 5 August 1974

1. This administrative instruction sets forth guidelines for the operation of the Support Officers' Advisory Group.

2. BACKGROUND:

The Support Officers' Advisory Group (SOAG) was established in November 1971 as a result of a recommendation developed at the 1971 Management Officers' Conference.

3. RESPONSIBILITIES:

The Support Officers' Advisory Group will:

- a. identify issues or problems and initiate independent research leading to articulation of new ideas, approaches, or program proposals for consideration by the Deputy Director for Administration;
- b. consider and make recommendations to the Deputy Director for Administration on any major planning, policy, or procedural matter affecting the MG Career Service;
- c. perform other advisory services as requested by the Deputy Director for Administration.

The Deputy Director for Administration will support SOAG's activities by affording access to Directorate personnel and information.

4. ELIGIBILITY, SELECTION OF MEMBERSHIP, AND TERMS OF OFFICE:

Eligibility

All MG Careerists are eligible for election to SOAG.

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### Selection of Membership

SOAG will have seven (7) members who will be elected by secret ballot by MG careerists in the Headquarters area. SOAG will hold an election annually in December. All eligible careerists will be canvassed prior to the election to determine their interest in serving on SOAG. After the election, the candidates will be listed in descending numerical order according to the number of votes received. Beginning with January each year, each vacancy on SOAG will be filled by the candidate at the top of the list compiled the previous December.

### Terms of Office

The term of office for each member will be for one year from the first of the month in which the member joins SOAG. Members may be reelected, but may not serve for more than two consecutive terms. Membership on SOAG will be terminated with acceptance of an appointment to any other management advisory group, e.g., the Agency's Management Advisory Group.

## 5. SOAG OFFICERS, TERMS OF OFFICE, AND RESPONSIBILITIES:

At the beginning of each quarter, the membership of SOAG will select a Chairman, a Recording Secretary, and an observer to the MG Career Board. The Chairman will be responsible for drafting the agenda, identifying the times and places for meetings, and conducting all official meetings. The Recording Secretary will prepare and distribute the formal agenda to members of SOAG and be responsible for the preparation of minutes of SOAG's proceedings.

## 6. TIMES, PLACES, AND MANNER OF MEETINGS:

SOAG will determine the rules of its proceedings. A quorum of five (5) will be authorized to do business, but a smaller number may be permitted to meet at any time as a working group. Periodic open meetings will be held at which MG Careerists who are interested may observe and participate in SOAG deliberations.

## 7. CHARTER AMENDMENTS:

SOAG will reserve the right to amend this charter by majority vote of the membership, subject to final approval by the Deputy Director for Administration.

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8. MAIL:

Mail for SOAG should be addressed as follows:

Support Officers' Advisory Group

Room 7D-18, Headquarters



JOHN F. BLAKE  
Deputy Director  
for  
Administration

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